



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

May 24, 2022 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on May 24, 2022. At 6:31 p.m., President Jim Cooke called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Brian Charles, Jim Cooke, Karrsten Goettel, Bob Thomson and Steve Ward

Commissioners absent: Bob Carne and Peggy McCarthy

Administrative staff present: Director of Parks & Recreation Holly Cabel, Superintendent of Parks and Planning, Deputy Director Laura Rudow, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Cathy Camm, Public Relations and Marketing Manager Erika Young, Information Technology Manager Jeff Essig and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent Melissa Caine, Assistant Superintendent Katie Miller, Recreation Supervisor Rosie Edwards, Recreation Supervisor Cayla Greenfield, Recreation Supervisor Taylor Krawczyk

Guests present: Reid Otte and Andrew Nelson

Consent Agenda

Mr. Goettel moved and Mr. Charles seconded that the St. Charles Park District Board approve the Consent Agenda items, including the following:

- Approval of Minutes from Capital Workshop on May 2, 2022
- Approval of Minutes from Regular Meeting on May 10, 2022
- Approval of Bills as of April 30, 2022

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$ 328,148.41
Recreation Fund	\$ 66,086.20
Liability Insurance	\$ (170.00)
Special Recreation	\$ 6,008.03
Debt Service Fund	\$ 475.00
Revenue Facilities	\$ 47,815.06
Norris Rec Center	\$ 6,512.39
Sportsplex	\$ 10,969.47
Capital	\$ 247,030.29
<u>TOTAL</u>	<u>\$ 712,874.85</u>

- Approval of Cash and Investment Report as of April 30, 2022

- Approval of Revenue Expense Reports as of April 30, 2022

A roll call vote was taken. Aye: Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried.

Public Appearances

Superintendent Mike Kies introduced the recreation staff in attendance and mentioned that Rosie Edwards, Cayla Greenfield and Taylor Krawczyk are the mentors for the interns this summer. Ms. Edwards introduced Reid Otte, who informed the Board that he is a junior at Illinois State University and will also be the manager at Swanson Pool in addition to being an intern. Andrew Nelson said a few words about himself, mentioning that he will be a senior at ISU and is already enjoying his time and learning a lot from Ms. Greenfield and Ms. Krawczyk. The Board of Commissioners and staff welcomed then interns and wished them good luck this summer.

Rosie Edwards and Reid Otte left the meeting at 6:36 pm.

Administration and Finance

Election of Officers

Mr. Charles moved an Mr. Ward seconded that the St. Charles Park District Board elect the following slate of officers, effective immediately:

Position	Commissioner
President	Karrsten Goettel
Vice President	Bob Thomson
Secretary	Peggy McCarthy
Treasurer	Brian Charles
Assistant Secretary	Bob Carne
Assistant Treasurer	Steve Ward
Commissioner	Jim Cooke

A voice vote was taken and the motion passed unanimously.

Mr. Charles thanked Mr. Cooke for his two years of service as Board President as Mr. Cooke passed the gavel to Karrsten Goettel.

Appointment of Committees by Board President

Mr. Goettel proposed that the following Commissioners serve as liaisons to the following organizations and committees:

Organization	Commissioner
FVSRA	Bob Thomson Ron Skubiz (alternate)

STC History Museum	Bob Carne
STC Park Foundation	Jim Cooke
STC Business Alliance	Holly Cabel
STC Arts Council	Holly Cabel
STC Housing Commission	Karrsten Goettel
STC River Corridor Foundation	Peggy McCarthy
Baker Community Center	Brian Charles

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board approve the committee representatives as assigned. A voice vote was taken and the motion passed unanimously.

Board Policy 6010: Recreation Program Categories

Ms. Cabel said Board Policy 6010 was updated to better reflect how the District would like to manage cooperative programs. Mr. Kies said that the changes to this policy will allow the District to partner with a variety of groups to offer trail runs and other programs within a defined set of parameters.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board approve the revisions to Board Policy 6010: Recreation Program Categories. A voice vote was taken and the motion passed unanimously.

Recreation

Kale Training, LLC Amended Agreement

Superintendent of Recreation Mike Kies explained that at a recent meeting the Board approved the lease agreement with Kale Training, LLC that included a provision for Kale to have a sublessor to provide complementary training services. Since the approval of that contract, the specific sublessor has moved out of the area and Kale asked that the agreement be amended to reflect a reduced rate for the rent for the year. Mr. Kies said the Sportsplex staff is working with Kale to find another sublessor to partner with to provide fitness programs and training. This new agreement with reduced monthly rent specifically states that the Park District has the right to permit another party to share space subject to contract and Board approval.

Mr. Charles moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the amended agreement with Kale Training, LLC for \$28,260 for one year beginning June 1, 2022. A roll call vote was taken. Aye: Charles, Cooke, Thomson, Ward and Goettel. Nay: none. The motion carried.

Parks, Planning, and Facilities

Change Order Request for Pottawatomie Golf Course Entrance Plaza Project

Ms. Rudow asked the Board to consider a change order to the contract with M&M Peters Construction to address the unforeseen conditions of the project, including a broken drain tile, buried sidewalks and poor subgrade soil, for a cost of \$10,100.

Mr. Cooke moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the change order to the contract with M&M Peters Construction, Inc. in the amount of \$10,100. A roll call vote was taken. Aye: Charles, Cooke, Thomson, Ward and Goettel. Nay: none. The motion carried.

Special Reports

Fox Valley Recreation Association

Mr. Thomson shared that 35 FVSRA patrons will be participating in the Special Olympics at Illinois State University. He also said the agency has hired 150 summer employees. The marketing agency that FVSRA hired helped in the efforts to attract staff and they are very happy with their work. The FVSRA will host a fundraiser called Beach Party Bingo on August 19th at Prisco Community Center in Aurora.

St. Charles History Museum

No report

St. Charles Park Foundation

No report

St. Charles Arts Council & St. Charles Business Alliance

Ms. Cabel reported that the SCBA is putting the final touches on the Fine Arts Show on Memorial Day Weekend. The Arts Council will also have booth at this event and help with general information. Additionally, the Arts Council is also working on the Arts Ramble to be held in June and other events coming in July and August.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

No report

Baker Community Center

Mr. Charles reported on last week's Annual Meeting of the Board of Trustees. The BCC Board commended Holly Cabel for her work managing the Baker Community Center. The Board also reelected John Collins as a Trustee and President of the BCC Board. Ms. Cabel reported that the capital projects for 2021 were reviewed and the budget for 2022-23 was approved.

Correspondence

Ms. Cabel followed up with a concern expressed by a resident living near Otter Cove Aquatic Center. Mr. Kies worked with Sound, Inc. to conduct decimal readings to determine how to recalibrate the sound from the public address system used throughout the summer. The staff have some ideas on how to reposition the speakers. The concerned resident appreciated the follow-up on this matter.

Director's Report

Ms. Cabel reminded the Board that Carol Glemza's Celebration of Life is this Saturday at BCC from 11:30a.m.-2:00p.m. She also confirmed the recognitions that will occur during public appearances at upcoming June meetings and the Sculpture in the Park event. Ms. Cabel asked for feedback from the Board about moving meetings to other facilities in July and August.

Commissioner Comments

Peggy McCarthy: Absent

Bob Thomson: No comments

Steve Ward: Mr. Ward mentioned that a friend of his works for Target and she would like to get her employees involved in volunteering for the Park District.

Karrsten Goettel: No comments

Brian Charles: No comments

Bob Carne: Absent

Jim Cooke: No comments

Executive Session

Mr. Cooke moved and Mr. Charles seconded that the St. Charles Park District Board temporarily adjourn to a closed session, for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2(c)(1): discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

A roll call vote was taken. Aye: Charles, Cooke, Thomson, Ward and Goettel. Nay: none. The motion carried. At 6:55 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Jeff Essig, Mike Kies, Jenny Santos, Erika Young, Melissa Caine, Cayla Greenfield, Taylor Krawczyk and Tyler Nelson left the meeting at 6:55 p.m.

The Board returned to Open Session at 7:11 p.m.

Other Business

Adjournment of Meeting

There being no further business, President Goettel adjourned the meeting at 7:11 p.m.


Secretary

Date Approved: June 14, 2022